

PONTESBURY PARISH COUNCIL



Debbie Marais
Parish Clerk
c/o The Pavilion
Hall Bank
Shrewsbury
SY5 0RF

5th November 2025

To All Members of the Council

Dear Councillors

You are hereby summoned to attend the meeting of **Pontesbury Parish Council** scheduled to take place on **Monday 10th November 2025 at 6.30pm at The Pavilion, Hall Bank** in order to transact the following business, as set out in the below agenda.

DMarais
Debbie Marais, Parish Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 2.1 To receive declarations of interest from councillors on items on the agenda
(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.)
- 2.2 To grant any requests for dispensation as appropriate

3 PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)

4 MINUTES OF COUNCIL - To approve the Minutes of the Parish Council meeting held on Monday 13th October 2025. (Minutes attached)

5 POLICE MATTERS – to receive a report from a member of the Local Policing Team

6 SHROPSHIRE COUNCIL MEMBER – to receive verbal report from Shropshire Councillor Nick Hignett

7 PLANNING

7.1 Verbal update report from Chairman of Planning Committee

7.2 **PLANNING REFERENCE: 25/03865/FUL. DEVELOPMENT PROPOSED:** Erection of a detached garage. **LOCATION:** Windyridge, Habberley Road, Pontesbury, Shrewsbury

7.3 **PLANNING REFERENCE: 25/03784/FUL. DEVELOPMENT PROPOSED:** Erection of single storey rear extension, covered area to replace existing conservatory, first floor front extension and front porch. **LOCATION:** Millfield House, Asterley, Minsterley, Shrewsbury

7.4 **PLANNING REFERENCE - 25/03928/FUL. DEVELOPMENT PROPOSED -** Rear and side single storey extension to existing dwelling including internal alterations. **LOCATION:** - Cartref, Greenfields, Brookside, Pontesbury, Shrewsbury.

7.5 **PLANNING REFERENCE - 25/03757/TPO. DEVELOPMENT PROPOSED -** Reduce crown maximum of 30 percent of 1no. Pear tree protected by the Shrewsbury & Atcham Borough Council (Hinton Lane, Hall Bank and Station Road) Tree Preservation Order 2005 (SA/404)

LOCATION: - Car Park Rear Of 3 Railway Mews, Minsterley Road, Pontesbury, Shrewsbury

7.6 PLANNING APPEAL

Proposed Residential Development Land West Of The Chestnuts, Cruckton, Shrewsbury

Description of development: Permission in Principle for construction of between two and four dwellings. Application reference: 25/02789/PIP. Planning Inspector ref: 6001247

Tel: 01691 661157

Email: clerk@pontesburypc.org.uk

Appeal reference: 25/03422/REF. Appeal start date: 24 October 2025. All representations must be received by 28 November 2025.

8 FINANCE & GENERAL PURPOSES COMMITTEE (*minutes available on the parish council website*)

8.1 to approve minutes of FGP meeting held on 27th May 2025

To approve following recommendations from FGP meeting on 23rd October 2025:

8.2 to approve renewal of payroll services from DM Payroll for 2026-27 at a cost of £230

8.3 to approve issue of Equals card to Deputy Clerk for purchases for the Pavilion with maximum value of £500

8.4 to approve amended Electronic Banking policy in line with Financial Regulations 2025: including continuation with Electronic Banking and signatories (*Agenda Papers attached*)

8.5 to approve combined Internal Controls policy and Statement of internal Financial Controls (*Policy attached*)

8.6 to approve unchanged, reviewed Pensions Discretions Policy (*Policy attached*)

8.7 to remove Cllr Pritchard and add Cllr Windows to the bank mandate for authorising Unity account payments

9 PAVILION COMMITTEE (*all minutes available on parish council website*)

9.1 to approve minutes of Pavilion meeting held on Wednesday 3rd September 2025

9.2 to note report by Deputy Clerk (*report attached*)

9.3 to approve Fire Risk Assessment for Pavilion to be carried out by Cllr Ken Day for £1

10 FACILITIES WORKING GROUP - To approve the following recommendations from the Facilities Working Group meeting held on Thursday 30th October 2025

10.1 to approve revised quote from Shukers for refurbishment of the public toilets following site meeting of Cllrs Fletcher, Hignett, Clerk and Gillian Bailey with Shukers representatives and discussion about various aspects of refurbishment (*Report to be tabled at the meeting*)

10.2 to retrospectively approve interim payment of £5881 to Shukers for materials

10.3 to approve Terms of Reference for play area refurbishment Task and Finish Group. This group will report to the Facilities Working Group. (*Terms of Reference attached*)

10.4 to approve delegated authority to FWG to obtain quotes for tree work recommended in the tree inspection survey carried out in September 2025 and report back to December Full Council Meeting

11 STATUTORY BUSINESS/FINANCE

11.1 Income – to note income since the last meeting (*to be tabled at meeting*)

11.2 Expenditure for approval (*to be tabled at meeting*)

11.3 To retrospectively approve transfer of £15,000 and a further £10,000 from CCLA reserves to Unity current account for general payments for October and November 2025

11.4 to Note Qtr 2 bank reconciliation for all accounts for 2025-26 (*Report attached*)

11.5 to Note Qtr 2 budget monitoring report for 2025-26 (*Report attached*)

11.6 to receive Internal Checks report for Qtr 2 for 2025-26

12 HEALTH AND SAFETY MATTERS – to raise any parish council health and safety issues for parish council staff, buildings or activities

13 FREEDOM OF INFORMATION SCHEME – to review (*scheme available on parish council website*)

14 POLES COPPICE – to receive management report for 2025 and consider request for funds for 2026-27 (*Report attached*)

15 PARISH COUNCIL STRATEGIC PLAN 2023-26 – to review Strategic Plan and actions for 2026-27 in order to inform 2026-27 budgets (*updated plan attached*)

16 CLERK'S REPORT – to receive a written report from the Clerk on outstanding matters and action taken since the last Council meeting. (*Agenda papers attached*)

17 PARISH BUSINESS – matters to be reported

18 DATE AND TIME OF NEXT MEETING –Parish Council Meeting to be held on **Monday 8th December 2025 at The Pavilion at 6.30pm.**